

## **JOB DESCRIPTION**

**JOB TITLE:** Senior Account Clerk

**GRADE:** 13

**JOB CODE:** 1310

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under the direction of the appropriate administrative personnel, supervises accounting and related clerical staff. Assists in the training of such personnel. Compiles, tabulates and posts accounting and related clerical data; prepares simple accounting and financial statements; and does related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Plans, assigns, directs and supervises accounting and related clerical duties. Sets up accounting procedures, records and controls and supervises the keeping of such records and accounts.

Checks for mathematical accuracy and corrects travel expense vouchers. Maintains financial ledgers. Checks listing of employees' gross earnings and tax deductions on payroll accounts.

Has charge of petty cash fund.

Keeps accounting records of money appropriated, allocated, and disbursed. Keeps current balances on contracts and purchases.

Checks invoices for payments and makes necessary adjustments and corrections. Pre-audits for accuracy and completeness on various accounting documents.

Prepares and audits payrolls. Checks incoming receipts to assure that amount received conforms to amount allocated thereto. Compiles, types and files financial reports. Assists in maintaining financial records for special projects.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** Incumbent may supervise accounting and clerical staff.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED and five (5) years of experience in accounting, bookkeeping, business administration, or

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a closely related field. Additional education in the field may substitute for the required experience on a year for year basis.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**